



DEVELOPMENT PERMIT SUBMITTAL REQUIREMENTS

DETACHED GARAGE OR ACCESSORY BUILDING

768 SQ FT OR LARGER

Applications must contain the following information in the format described. Applications will not be accepted if required items are missing or incomplete. Any submittal may require additional items.

1. **Application Form** – must be signed by **Property Owner**
2. **Application Fee** – refer to checkboxes on application form
3. **Letter of Intent** – detailing proposed work
4. **Site Plan** – drawn to scale, 8 ½" x 11" minimum
5. **Architectural Elevation drawings** – drawn to scale, 8 ½" x 11" minimum
6. **Colors and Materials Samples or Images** – 8 ½" x 11" format, or accurate color photos of existing buildings with proposed materials and colors
7. **HOA Architectural Review approval letter** – if applicable

This is a general list of requirements. Some projects may require more or less information. The attached examples may not include each element of the list. However, each element should be reviewed for inclusion on a submittal.

SITE PLAN SHOULD INCLUDE:

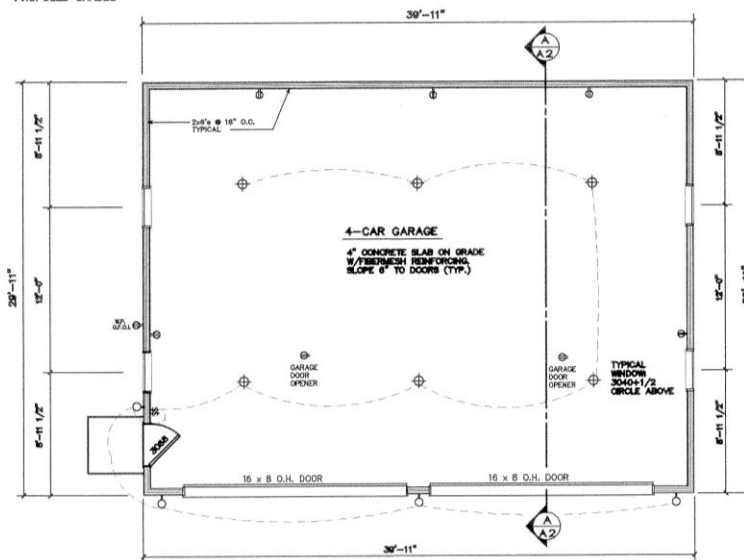
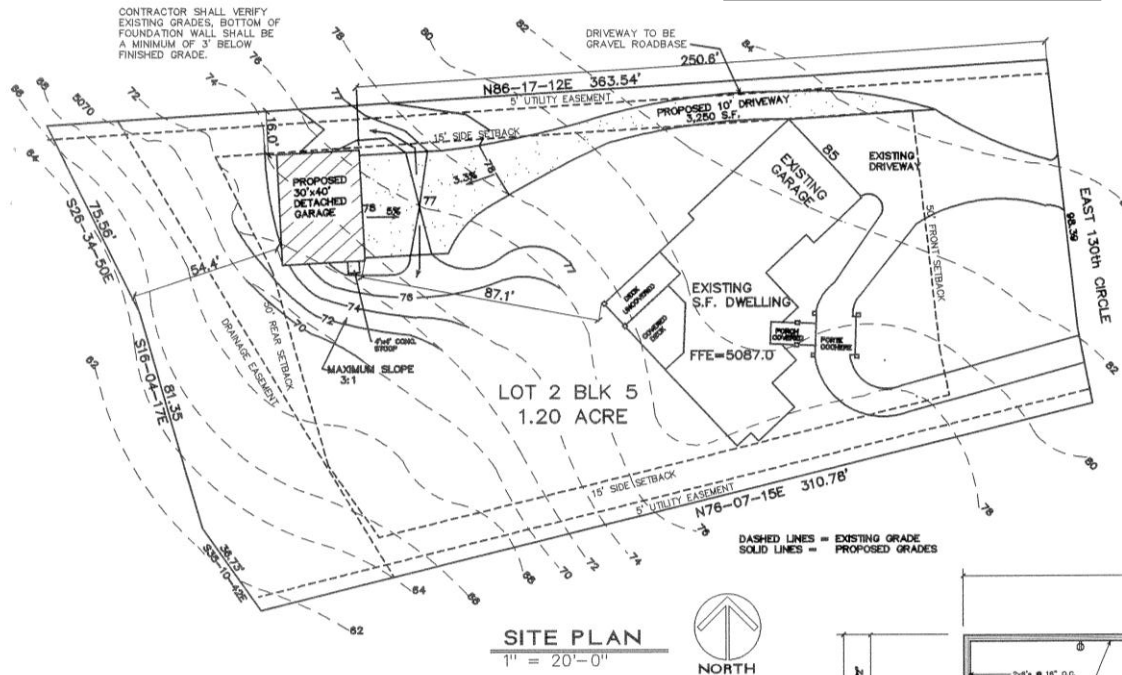
- Existing and proposed structure(s), including decks, patios, cantilevers, etc.
- Property lines
- Building setbacks (dimensions from the building, including cantilevers and decks, to all four property lines)
- Dimensions between structures
- Driveway location
- Existing easements
- North Arrow
- Written and graphic scale

ARCHITECTURAL ELEVATIONS SHOULD INCLUDE:

- Elevation labels (front, side, rear, etc.)
- Material type and color (siding, shingles, etc.) for all exterior surfaces
- Structure height and width
- Notes should be legible and at least 12 point font

Decision on an application for a Development Permit is made at a public hearing of the Development Permits and Appeals Board (DPAB). A Case Planner will be assigned to perform technical review and prepare the application for public hearing.

EXAMPLE SITE PLAN



**MICHAEL
STEINHOFF
ARCHITECT**

7800 ROBINSON WAY
80004
COLORADO
303-423-3472 (FAX 303-423-0264)

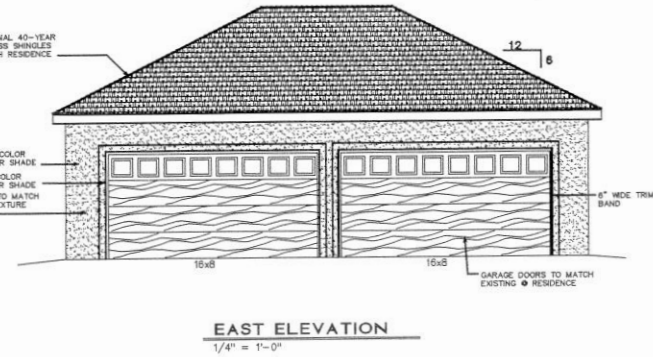
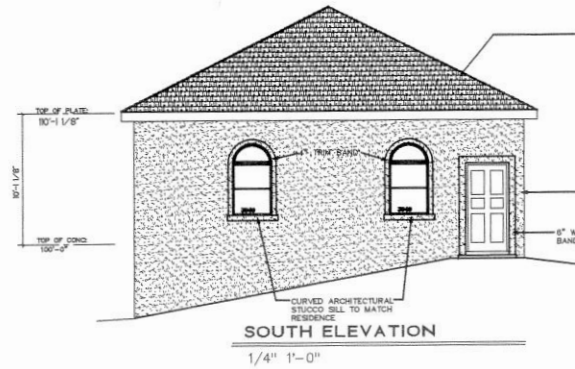
**A DETACHED GARAGE
CASADY RESIDENCE
8480 EAST 130th CIRCLE
THORNTON, COLORADO
G. M. SHELTER CONSTRUCTION**

GM SHELTER
CASADY GARAGE
GARAGE012009
DRAWN: JMS
DATE: 01-30-09
REV:

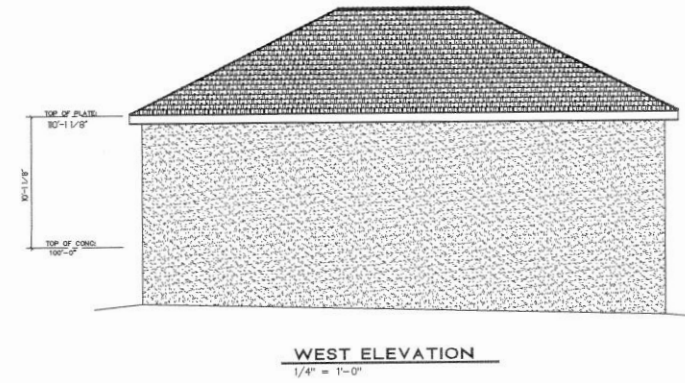
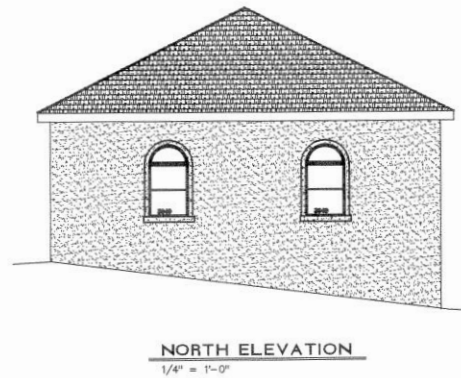
G.M. SHELTER
CASADY

DRAWING
A-1
SHEET 1 OF 3

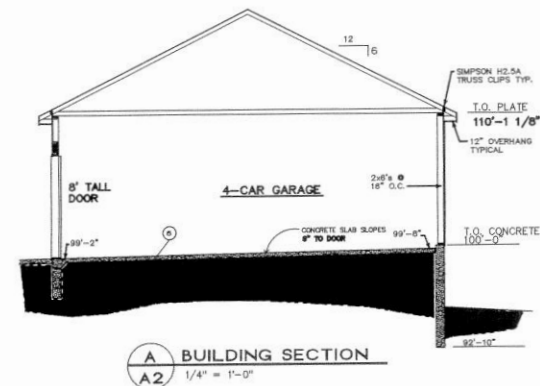
EXAMPLE ELEVATIONS



- ELEVATION NOTES**
1. HARDCOAT STUCCO:
EMERGENCY STUCCO FINISH OVER HARDCOAT BASE. NO SLAB ROOF INSULATION TO BE UNGLAZED. ALL RESISTS AT 1/2". COLOR AND TEXTURE AS SELECTED BY CONTRACTOR/OWNER.
 2. ROOFING (40-YEAR MIN.)
DIMENSIONAL SELF-SEAL FIBERGLASS SHINGLES PER SPEC OVER 3/4" FILL INSTALLED PER CODE. COLOR AS SELECTED BY OWNER.
 3. GUTTERS & DOWNSPOUTS
INSTALL 6" GUTTERS & DOWNSPOUTS AT ALL GABLE TOP CORNERS 1/2" FASMA, SL OR ALUMINUM GUTTER PER SPEC. COLOR AS SELECTED. INSTALL MIN. 2" CONC. SPLASHBLOCK @ ALL DOWNSPOUTS.



- SECTION NOTES**
- ALL DRAWINGS ARE 1/4"=1'-0" UNLESS NOTED
1. ROOF ASSEMBLY:
WOODING FIBERGLASS SHINGLES OVER 3/4" FILL
7/16" G.L.B. ROOF SHEATHING
PRE-MANUFACTURED, PRE-ENGINEERED WOOD TRUSSES @ 24" O.C. JOISTS BY MANUFACTURER
R-30 BLOWN-IN OR BATT INSULATION (OPTIONAL)
1/2" GYPSUM BOARD CEILING
 2. EXTERIOR WALLS:
8" CMU WITH WEATHERING
2-1/2" BATT INSULATION (OPTIONAL)
1/2" GYPSUM BOARD
2-1/2" TOP PLASTER LAP JOISTS IF OF
POUR CONCRETE LEAVE STRIP 1/2" MIN. WEATHER BOTTLE PLATE
 4. SIDING:
AS SELECTED PER ELEVATION
 6. CONCRETE SLAB ON GRADE:
MINIMUM 4" THICK WITH 4" X 8-10 /10 W/MF
GARAGE FLOOR TO SLOPE PER PLAN
FINDING CONTROL JOINTS AS REQUIRED
 11. STRUCTURAL:
REFER TO FRAMING PLANS FOR MEMBER SIZES NOT NOTED HERE.
 12. FOUNDATION:
SEE FOUNDATION PLAN FOR FOUNDATIONS AND DRILLED PIER.



**MICHAEL
STENHOFF
ARCHITECT**

7800 ROBINSON WAY
ARVADA, COLORADO 80004
303-423-5472 (FAX 303-423-0284)

A DETACHED GARAGE
CASADY RESIDENCE
8480 EAST 130th CIRCLE
THORNTON, COLORADO
G. M. SHELTER CONSTRUCTION

CASHIELTER
CASADY GARAGE
GARAGE 01/2009
DRAWING M.S.
DATE: 01-30-09
REV.

G.M. SHELTER
CASADY

DRAWING
A-2
SHEET 2 OF 3

APPLICATION FORM – CHECK TYPE OF REQUEST BELOW:

Zoning (Z)

- ☐ Rezoning/Zoning Amendments \$695
- ☐ Planned Development Zoning \$695, plus \$15/acre
(round up to the next whole acre)
- ☐ PD Zoning Amendment (Administrative) \$695

Appeal

- ☐ Staff/DPAB Decision \$90

Variance (V)

- ☐ Variance Request \$115

Conceptual Site Plan (CSP)

- ☐ Conceptual Site Plan \$695

Comprehensive Plan Amendment (SPCD)

- ☐ Comp Plan Amendment \$350

Development Permit (DP)

- ☐ Development Permit \$580
- ☐ Specific Use Permit (D.P. Required) \$115
- ☐ DP Amendment (DPAB**) \$290
- ☐ DP (Amendment (Administrative) \$250

Subdivision Plat (SUB)

- ☐ Subdivision Plat \$230, plus \$15/acre
(round up to the next whole acre)
- ☐ Subdivision Plat Amendment (SUBA) \$250

Engineering

- ☐ Construction Drawings (CDs) (No Fee)
- ☐ Floodplain Development Permit \$600
(Additional Application Required [here](#))
- ☐ Pond Certificates (No Fee)
- ☐ Grading and Erosion Control (No Fee)

Other

- ☐ Minor Development Permit (MDP) \$100
- ☐ Limited Use Permit
- ☐ Temporary Use Permit (TUP) \$90
- ☐ Vacation of Right-of-Way \$250
- ☐ Oil and Gas Permit \$695, plus \$15/acre

ONE APPLICATION FORM PER EACH REQUEST OTHER THAN SPECIFIC USE PERMITS

Application Date: _____

Project Description/Reason for Application: _____

Property Address (provide Cross Streets if unknown): _____

Adams County Parcel #(s): _____

Gross Area (Acres): _____ (Square Feet): _____ **Current Zoning:** _____ **Proposed Zoning:** _____

Existing Land Use(s) & Structures: _____

Proposed Land Use(s) & Structures: _____

Do prairie dogs currently exist on the property? Yes: ☐ No: ☐

Applicant: _____ **Telephone:** _____

Address of Applicant: _____ **Email:** _____

***Applicant Signature:** _____ **Print Name:** _____

Land Owner: _____ **Telephone:** _____

(if the same as applicant- put "same")

Address of Land Owner: _____ **Email:** _____

***Land Owner Signature:** _____ **Print Name:** _____

Land Owner: _____ **Telephone:** _____

(if the same as applicant- put "same")

Address of Land Owner: _____ **Email:** _____

Land Owner Signature: _____ **Print Name:** _____

NOTE – If there are more than two owners, a letter/letters containing their signatures must be attached to the application authorizing the applicant to act on behalf of the identified owner(s).

***Signatures from the Applicant and the Land Owner are required. Signatory may be duly authorized agent of the record owner. All communications will be sent to the applicant. The signature of the property owner acknowledges their awareness of the request being made on their behalf and authorizes the identified applicant to represent the owner in the request being made to the City of Thornton.**

Development Submittal Instructions

City of Thornton land use applications may now be submitted electronically or in person. Please follow the steps below to assist you in submitting your proposal or for resubmitting documents.

By Email or File Transfer Site:

- If your attachments are less than 7MB: Email your application and supporting PDF documentation to developmentsubmittals@cityofthornton.net
 - 1) Please state in your email if you wish to pay by credit card over the phone, mail in a check, or hand deliver payment. Case processing will not begin until the fee is paid.
 - 2) You will be contacted by city staff once the documents have been received, accepted as complete and to confirm payment for new and applicable submittals.
- If your attachments are larger than 7MB: Upload your submittals through Google Drive using the following instructions:
 - 1) If you do not have one already, please create a Gmail Account. They have directions on creating an email account here: <https://support.google.com/mail/answer/56256?hl=en>
 - 2) Use the link [here](#) or copy/type the URL Below into your browser:
<https://drive.google.com/open?id=1szCf8FVIGO76naq-xwQvFggt61otfAhi>
 - 2) Email developmentsubmittals@cityofthornton.net when you have completed your upload indicating your application has been submitted.
 - 3) Please state in your email if you wish to pay by credit card over the phone, mail in a check, or hand deliver payment. Case processing will not begin until the fee is paid.
 - 4) You will be contacted by city staff once the documents have been received and to confirm payment.

Notice to All Applicants

- A check-in meeting with staff is required as part of every application submittal.
- If paying with a credit card, please submit the application materials by 4:00 p.m. so we can process the card the day of the submittal.
- Applicants will be given a written summary and verbal explanation of any deficiencies that need to be corrected.
- If you have any questions, contact City Development at 303-538-7295.

City of Thornton

City Development
9500 Civic Center Dr.
Thornton, CO 80229

303-538-7295